

Names (max. 4): _____

Title: _____ Project #: _____

CMed 20/30

VIDEO – Documentary/Biography

Description

This project requires you with a crew to produce a brief video that is designed to educate the viewer on a specific topic/person. This differs from an instructional video in the fact that the viewer will not develop a particular skill but will gain knowledge. This could include biographies. If opting for a biography, consider the following:

- Is this person still living?
- Would this person grant permission?
- Are there videos/audio available?
- Do I have access to interview him/her?
- Is there enough information available?
- Do I have access to relevant locations?

Format

The video is to be at least 3 minutes long for a crew of two, 4 minutes for a crew of three and 6 minutes for a crew of four. This should be **well planned out** with both a script and a storyboard completed **prior to** beginning the production phase. It must start with a title screen and intro music. After the skit, complete and accurate credits must roll. The credit roll should be done at a speed that is possible to read but does not drag out too long. Music must be included during credits. The completed project must be exported as a WMV or MP4 file.

Pre-Production Elements

Create a brief outline – a paragraph or two describing the topic and focus of your topic. List the roles of each crew member. Type out a script in the proper format.

The documentary/biography **must** include some live action footage. This may be the narrator or host of the video and may also include any other pre-recorded or downloaded footage (be sure to give credit!) as well as on-location footage. The documentary/biography can also include still photos, maps, etc.

Plan locations and times for your shoot. You do not need to create an elaborate set but the location should be chosen with **intent** and **purpose**. Consider the lighting, ambient noise, availability and any other potential obstacles to your shoot.

Rehearse your script. Watch for proper pronunciation, especially names. It does not need to be completely memorized as you can make creative use of your off-camera crew in the form of tele-prompters. We should hear tone, inflection and feeling in the lines as well as appropriate pauses. This is also a good time to test the limits of your recording equipment – how close does the mic/device have to be? What if the person speaks quietly? If outdoors, is weather interfering with recording quality? Consider anything that might interfere with sound quality and find a way to work around it.

Also, note the items in the scoring table below.

Scoring (10% - 20%)

	Hard copy	E-file
<input type="checkbox"/> Outline – typed and printed	✓	X
<input type="checkbox"/> Script – typed and printed	✓	X
<input type="checkbox"/> Video Roles form (online)	X	✓

<input type="checkbox"/> Schedule and locations – typed and printed	✓	X
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Production Elements

Complete the recording with minimal background noise and/or disturbances. Remember to vary camera angles and shot types. You may have to shoot the same sequence multiple times. When recording, use lead-in and lead-out time to avoid clipping any lines.

Scoring (60% - 70%)

<input type="checkbox"/> sufficient duration (min. 3-6 minutes NOT including title and credits)
<input type="checkbox"/> various angles and/or shot types are used
<input type="checkbox"/> voices are clear with proper pronunciations, no interference of background noises
<input type="checkbox"/> audio is at a consistent level throughout

Post-Production Elements

Using available video software, assemble your footage into a cohesive video. Adjust levels where needed to maintain consistent audio.

Add title and credits (see Complete Video Credits handout)

Add music and sound effects in at this point where required. Keep audio levels consistent. Get a Peer Review and be prepared to make some last-minute changes. Export the final production as a **WMV** or **MP4** file.

Scoring (10% - 20%)

	Hard copy	E-file
<input type="checkbox"/> Peer Review (online)	X	✓
<input type="checkbox"/> Video saved in proper format and location	X	✓
<input type="checkbox"/> Title and complete credits added	X	✓
<input type="checkbox"/> Music and sound effects included where required/appropriate	X	✓
<input type="checkbox"/> Project Reflection form (online)	X	✓
<input type="checkbox"/> Neatly organized duotang with all required papers	✓	X

SUMMARY

A single element, done well, can be outstanding, however, done poorly, can bring down the entire feel of the entire production. Weight each category accordingly. Total must equal 100.

Category	Weight Range	Choose a weighting	Score
Pre-production	10% to 20%		
Production	60% to 70%		
Post-production	10% to 20%		
TOTAL		100%	